

## ***LOGBOOK USE AND CONTROL***

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**Purpose** This Air Quality Group procedure implements requirements for notebook or logbook use, maintenance, copying, and review.

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**Scope** This procedure applies to all personnel in the Air Quality Group who are required to use a logbook or notebook to document work. This procedure also applies to those in other groups, not governed by another quality program, whose work for the Air Quality group must be documented in a logbook or notebook.

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**In this procedure** This procedure addresses the following major topics:

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### **Signatures**

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## General information about this procedure

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**Attachments** This procedure has no attachments.

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**History of revision** This table lists the revision history and effective dates of this procedure.

Revision	Date	Description Of Changes
0	9/17/92	Original procedure entitled "Preparation of Instructions, Procedures, and Drawings."
1	7/28/93	Complete revision on new topic of logbooks.
2	4/24/95	Revision from HS-9 style into new format; content and process simplified and revised. Supersedes old number and title HS-9-RAEM-QP-11, "HS-9 Radioactive Air Emission Management for Logbook Use and Control"

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**Who requires training to this procedure?** The following personnel require training before implementing this procedure:

- records coordinator
- individuals using logbooks

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**Training method** The training method for this procedure is "self-study" (reading) and is documented in accordance with the procedure for training (ESH-17-024).

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**Definitions specific to this procedure** None.

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**References** The following documents are referenced in this procedure:

- ESH-17-024, "Personnel Training"

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**Note** Actions specified within this procedure, unless preceded with "should" or "may", are to be considered mandatory guidance (i.e., "shall").

## Principles of logbook use

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**Background** Properly maintained laboratory and field logbooks have significant scientific, legal, and administrative value and are therefore considered a necessary part of the technical activities of the group. Keeping a logbook is good scientific practice and is necessary to document the progress of all investigations, research, and routine work that is not covered by a procedure or documented on a form. The logbook is a primary means of documenting many of the technical activities of the group.

Logbooks generated to record laboratory or field work are the property of the Laboratory and may become a public document.

Generally, unless specific procedures exist to describe specific documentation requirements for laboratory or field work, employees who perform such work should maintain a logbook for recording and documenting the data collected and the process performed.

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**Determining need for a logbook** The **project leader** or employee **supervisor** determines what types of work are to be documented in a logbook and determines which employees must use a logbook to document essential or critical work.

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**Types of logbooks** Logbooks or notebooks may be in bound or loose-leaf format. All pages must be consecutively numbered.

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**Examples of logbook uses** Logbooks may be used to document the following types of work:

- Routine maintenance or calibration of equipment
- Use of equipment
- Routine surveillance or monitoring activities
- Scientific investigations or experiments
- Site visits
- Supplies used

## Using a logbook

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**Obtaining and assigning logbooks** If you need a logbook, you may obtain a book from the appropriate laboratory supply. Contact the records coordinator to obtain an identification and tracking number for the book.

Each notebook must be assigned to or owned by an individual ("owner") who is responsible for the logbook. Though the book may be used by others, the owner ensures that it is copied and reviewed (if required), submitted to the records coordinator when full, and that entries are made properly.

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**Initial entries in a new logbook** Record the following information on the first few pages of a new logbook:

- name of logbook owner
- organization and/or facility
- organization telephone number and/or site telephone number of user
- logbook identifier (obtained from records coordinator)
- brief description of activity or activities to be documented in logbook
- location where activities are conducted
- table of contents (optional; a few pages may be skipped for this)

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**Sufficient detail** Document the work in a logbook in sufficient detail and care so that another person with equivalent training or experience can understand or retrace the work and confirm the results without recourse to the original user of the logbook.

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**Requirements  
for logbook  
entries**

All **users** observe the following requirements when making entries into the logbook:

- Make all entries using a dark ballpoint pen that is easily photocopied (some blue ink is too light and is not recommended).
- Pencil is not allowed because data can be changed.
- Rollerball or felt tip pens are discouraged because the ink can run if wet.
- Sign and date each day's entries.
- Make all entries in chronological order, by date. Exceptions to this include tables that may be added to or completed through time.
- Do not erase, scribble through, or blot out any entry at any time. Make all corrections with a single line through the incorrect entry, write the correct data nearby, initial and date the correction, and provide a reason or explanation for the correction if it's not obvious.
- If many entries need to be corrected, make a new entry and refer back to the incorrect material.
- Separate pages such as forms or data printouts may be attached to a blank logbook page. Attach such pages so that no data is covered under the page (i.e., do not "layer" attached pages).
- Avoid skipping pages or leaving large blank areas. If needed, mark through large blank areas with a diagonal line, and then initial and date the line.
- Sequentially number pages inserted into a looseleaf logbook.
- Use language that is objective, factual, and free of personal feelings or inappropriate terminology.

Remember: Record sufficient detail of the work to allow another individual with similar training and experience to retrace or duplicate your work.

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**Obtaining  
reviews**

Contact the project leader for the work covered by the logbook. The **project leader** determines whether the logbook requires a periodic review of the data and its completeness. A note regarding this determination may be made in the logbook for future reference.

If such a review is required, at least once every six months ask a qualified individual to review the entries for completeness, understandability, and technical accuracy. The **reviewer** documents the review and the pages reviewed by making an entry into the book and signing and dating the entry.

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**Transferring  
owners**

Any **owner** for a logbook may transfer the logbook to another individual by making appropriate changes on the first page to record the transfer.

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**Making  
backup copies**

Because the consequences of notebook loss are usually severe, a backup copy is highly recommended. The **project leader** determines whether the notebook requires regular backup copying and determines the frequency (e.g., every two to six months) for the copying. A note regarding this determination may be made in the notebook for future reference.

If such copying is required, after the time interval determined by the project leader, the **owner** makes a photocopy of all logbook pages not already copied and either:

- keeps the copies in a building separate from the storage and use locations of the logbook; or
- sends the copies to the ESH-17 group records coordinator.

## Closing out logbook

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### **Submitting full or complete logbooks**

When the logbook is full or will no longer be used, the **owner** makes copies of all pages not already copied and submits the copies to the group records coordinator. If the logbook is not needed for future reference, submit it to the records coordinator for filing.

If the **owner** keeps the completed or closed out logbook, make appropriate entries to warn against further entries in the logbook.

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### **Lost or stolen logbook**

If a logbook is lost or stolen, immediately report the loss to the project manager, your supervisor, and the records coordinator.

Prepare a written account that includes the following information:

- Date that logbook was last copied.
- Date and time that logbook was determined missing.
- An estimate of the amount of data that had not been copied.
- A reconstruction of the missing data to the extent possible, using other sources of information such as other logbooks, data forms, personal recollections, and personal notes.
- A narrative discussion of the potential impact of the missing data on the project.

## Records resulting from this procedure

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### Records

The following records generated as a result of this procedure are to be submitted as records to the records coordinator:

- completed or full logbook if not kept for reference
- copy of logbook pages
- documentation regarding missing data (for lost logbooks only)



